

Chaperone Guidelines and Regulations

A Chaperone's Key Roles:

- *Safety of band members
- *Assist staff
- *Assist with equipment
- *Maintain order and adherence to rules
- *Accountable for students
- *Enjoy working with the students

Chaperone Requirements

The following two documents are free for all chaperones:

Pennsylvania Child Abuse History Clearance (CY 113) Act 34 Clearance
<http://www.dpw.state.pa.us/general/formspub/003671038.htm>

Pennsylvania State Police Criminal Record Check (SP 4-164) Act 151 Clearance

Clearances will need to be renewed every five (5) years. They must be registered with Southmoreland School District and the marching band at the start of chaperoning.

HOW TO GET INVOLVED

STEP 1: Apply and provide original clearances to the head chaperone/band director.

You must bring the 2 copies a minimum of one week before you are allowed to chaperone any event. A copy will then be placed in the Administration building, in the band room files and a copy will be kept for traveling with the organization.

STEP 2: Complete the *Chaperone Information Sheet* (appendix.) Return to head chaperone. Indicate your preferences; we'll try to accommodate.

- New chaperones will be paired with experienced chaperones.
- The schedule will be set at the beginning of the season.
- We'll confirm with you during the week before the event
- If you cannot attend a scheduled event, let us know as soon as you can.
- We will find your replacement; don't do it yourself
- Do not bring your own children (outside of the band) to the chaperoned event
- ***You must be a parent/guardian to be a chaperone***
- ***You must be a part of the Band Boosters organization***
- ***You must be out of school a minimum of 4 years before you may chaperone.***

We'd love to have you as a chaperone. There is great responsibility entailed, but the opportunity to work with this group and see your child's enjoyment and success is priceless.

DRESS

Chaperones are expected to dress appropriately at all times. Preference is nice jeans/shorts with marching band t-shirt. Chaperones are a representative of The Southmoreland School District. Inappropriate conduct may be filed with the district.

BASIC GUIDELINES

- Never allow a band member to leave the group unescorted.
- Don't allow, encourage or ignore exceptions to rules.
- Don't wander off- always be available to students and staff.
- Take issues of concern to the band director or a staff member.
- Do not drink or use tobacco in front of band members. (Most districts are smoke-free.)
- If a chaperone would come to any event under suspicious belief of any influence, they will have all rights to chaperone revoked permanently with the SHS band. This will be filed with administration.
- If students are not permitted to go to the concession stand, neither are chaperones.
- At any event, personal problems stay at home. You are there to provide the highest level of supervision to students. Any chaperone that is not of the correct emotional state, will be asked to leave their chaperoning duties.
- Don't treat your own child differently. Let other chaperones supervise your child.
- Don't perform tasks that are band member responsibilities.
- As a chaperone, do not assume that you have the right to make decision for the students. That is the responsibility of the staff alone.

STUDENT ACCOUNTABILITY/SAFETY

- Chaperones are a vital part of events.
- Make sure that students are accountable before leaving each location.
- Roll call sheets must be read completely. All students must be *seen* and *heard* before leaving. Sheets must be initialed and confirmed with staff before leaving.
- If any situation seems uneasy in the least, please inform the director immediately.

BUS SAFETY

- Students must remain seated on their assigned bus while moving.
- There is to be no standing or sitting on seat backs.
- Nothing is to be outside bus windows at any time.
- Students are not permitted to yell from bus windows or throw any object.
- Instruments and bags cannot be piled higher than the seat back.
- Aisles must be clear to allow easy access to emergency exits.
- Rear doors are only in emergency or when permitted by staff.
- Students are to act orderly.
- There is to be no shouting or screaming.
- Students are not to change into anything less than a t-shirt and shorts on bus. (No stripping down to underwear or skin will be tolerated.)

BUS SAFETY, CTD.

- Stereos/CDs must have personal headphones. Objects brought on bus are at student's expense.
- Electronics and cell phones are not permitted at the event while in uniform. This will be addressed by the director if the situation would be allowed.
- Food and drink will be allowed as long as the driver permits consumption on the bus.
- Band members must close windows and clean debris upon return.
- Bus drivers are in charge of their buses.
- No "PDAs" – Public Displays of Affection. Students are permitted to sit together but are not allowed to be under blankets or "snuggling" in the stands or on the bus. If you see inappropriate behavior, remind band members of their responsibility to behave properly.
- If an uncertainty arises, please consult a staff member.
- Chaperones should be distributed throughout the bus.

PRIOR TO EACH EVENT

- Chaperones will meet at designated time in the band room- min. 30 minutes prior to departure.
- Check to make sure the band bag is complete.
- You may need to bring the water cooler and cups- confirm with director.
- Please check for special instructions.
- Chaperones may need to make minor uniform repairs, in the rare event of unavailable representatives.
- Load medical bags, documents, radios, band bag and seat covers onto bus.

AT THE EVENT

- Do not dismiss your bus until directed by a Staff member.
- At location, please help to unload the bus/van.
- If a student has forgotten something check for a replacement in the band bag, or ask the main chaperone at the event.
- Walk beside band formation for security and control. Do not walk or march in step with the band. Chaperones should disperse across the entire group to provide safety and supervision. You are to be aware of unsafe situations and report them immediately to the band director. There should always be a chaperone at the front and band of the group.
- Have seat covers ready and available for use in the stands.
- Sit along edge of band in public stands.
- Never allow a student to address an uncomfortable situation. This will be done by a staff member.
- Don't distract band members when in formation. A chaperone is asked to quietly watch performances. They should never approach the group during *any* performance unless an expected *emergency*.
- If students are not permitted to get concessions, neither are chaperones.
- Have drink and refreshments ready upon students return to the stands.

- Adults may have left-over refreshments after band members have been served.
- Keep garbage bags accessible for students.
- During events band members may not leave or visit with anyone, including parents.
- During an event, the staff is responsible for your child. Do not put your child in a position that stands between a chaperone and staff.
- No bad language. Please take this to the director immediately.

IN TRANSIT AT LOCATION

- Control traffic when band is marching to or from stadium.
- *No one* is to walk between the band except *band staff*.
- Please do not allow anyone to “cut ranks” at events. The band must stay as a unit.
 - It is customary to ask someone to please wait until the band passes and say “Please do not cut ranks.” Please inform the director immediately of any issues.
- Be sure that there is a minimum of two chaperones traveling alongside the band during home events and a minimum of four chaperones at away events. This may be adjusted according to staff attendance/availability.

RESTROOMS

- Escort band members of same sex to and from restrooms.
- Have at least 3 band members (of the same gender) in a group.
- No more than 6 students per chaperone at away games. No more than eight students per chaperone at a home game.
- You may have to help hold their jackets while students are in restrooms.
- At away events a male chaperone may be asked to accompany a female chaperone and band members if the area could be intimidating.
- No more than 10 students may be gone at one time. Please do not take more than 2 students per section.
- Never take students of the opposite gender to the restrooms- please consult the director if there is a problem.
- Confirm with the director or assistant band director prior to taking students to the restroom.
- Never take students close to performance/departure without director permission.

HEALTH ISSUES

All health issues should be brought to the band nurse or director, in the absence of the nurse. Issues will then be taken to the emergency aid provided at all events. It is not legal for a chaperone to administer medication, unless given to their own child and it is registered with the marching band medical kit. Parents giving meds to their own children must register it on the medication log for the student.

- A registered nurse or parent/legal guardian is the only people permitted to administer medications. The band “nurse aide,” head chaperone or director may give medication to a band member if it is properly registered. If this situation arises, please alert the director immediately.
- First aid supplies (i.e. band aides/ gauze) may be given by other chaperones with the permission of the band director.
- Students are not permitted to take any medication unless it is provided by the parent/ doctor and is in an original labeled container. The following information must also be included: dosage, time and any specific instructions. A note must be signed by the parent and doctor confirming the use of the listed medications. The nurse must also sign the record of medical treatment form. For more information, please refer to the medical policy in the handbook.

DISCIPLINE

- Don’t discipline band members. Responsibility for discipline belongs to the staff and the school administration.

CONFIDENTIALITY

- Student information is absolutely confidential as are student actions concerning any form or discipline.
- Don’t call parents to discuss any issue regarding band members. This is not your responsibility. This responsibility belongs to the Band Director and Staff.
- If a chaperone denies confidentiality or is found in breach of this conduct, the individual will be removed from his/her chaperoning responsibilities. Chaperones may be denied future approval to chaperone.

AFTER THE EVENT

- Have band members clean up their own trash
- Check for items left behind on the bus.
- If found, turn them into lost & found in the band room.
- Collect any distributed “extras.”
- Return all items to the chaperone closet- medical bags, band bag, documents.
- Refill any items that may have been exhausted with supplies.
- Contact the head chaperone if any supplies need replenished.
- The main chaperone must remain until all students have departed.

PIT CHAPERONES/ PIT CREW

- There will be 2 pit chaperones at each football game and competition.
- There will be a minimum of one experienced pit chaperone at each event.
 - It is best to establish a crew that attends all events.
- These individuals are responsible for helping load pit equipment onto van/truck.
- Unloading equipment with students help at destination and upon return.

- Working with students to set up and tear down pit carts for performances.
- Providing safety and supervision to students while setting up carts as band moves into stadium.
- Taking care of equipment and providing protection from weather.
- Supervising carts during football games.
- Escorting pit members between performance/ pit areas and the area where the rest of the band is located. Students NEVER travel un-chaperoned.
- Helping to move carts between locations.
- Timely set-up/tear down at events.
- Reloading the van after performances.

CHAPERONE BREAKDOWN

- 4-6 band chaperones (all games=4 chaperones, trips/events 4-6)
- 2 pit chaperones (chaperones= students/equipment, crew = equipment only)
- 2-4 pit crew (2 pit chaperones at home games, 4 for events and competitions)